CC#13

August 17, 1925
Circular Letter No. 9.

To Supervisors of Schools
and High School Principals.

Ladies and Gentlemen:

ENROLLMENT OF HIGH SCHOOL STUDENTS AND CHANGES IN THE COURSE OF STUDY FOR HIGH SCHOOLS.

Attention is again called to the General Regulations as found on pages 7-9 of the Course of Study for High Schools.

Supervisors and principals have not followed these instructions carefully. Principals will be held strictly to the regulations referred to above.

Special attention is called to the following paragraphs:

5--"but students are not permitted to elect courses more than one year removed from the year in which they are enrolled."

6--"Students of the second, third and fourth years may carry more than four academic subjects ONLY WHEN THEY HAVE SHOWN EXCEPTIONAL ABILITY in the work of the preceding semester."

Principals should reduce the number of subjects whenever health or scholarship i s endangered.

Students should be shown that it is better to receive E's or G's in four academic subjects than P's or M's in five academic subjects, as no grade below G will be certified by the Department for entrance to college, nor will a grade below G be accepted for entrance to any teachers' examinations held by this Department. The marks used for grading students are "E", "G", "M", "P", and "F". Plus and minus signs should not be used in connection with the above letters. No attempt should be made to translate the above letters into numerical terms.

Under no condition should a student be allowed to take two years of English in one year. It is clearly impossible for a student to take English II, III or IV if he has not satisfactorily completed English I, II, or III. The above also holds for Spanish, mathematics, as well as for the commercial course. If a student fails in English or Spanish

he should not be allowed to advance in Shorthand or Bookkeeping the next semester.

If a student fails the first semester in any one subject, he may be allowed to continue that subject provided he is not taking more than four academic subjects. If he fails in three or more subjects he should be dropped from school. Students should be advised about this matter at once so that it will not come as a surprise to them at the end of the semester. More emphasis should be placed upon quality than upon quantity. In a doubtful case a student should be conditiones. If at the end of six weeks he has done satisfactory work a grade of "P" should be recorded. The above exceptions should be VERY limited. No student should be dropped from class until the end of the semester. In the past some principals have had students drop subjects at the end of the first quarter. This should discontinued at once. Every student should be given a chance to make good. Ten weeks is too short a time to judge a student.

ENGLISH THE MEDIUM OF INSTRUCTION.

English is the medium of instruction in High School, and all instruction, except in the foreign language, MUST BE GIVEN IN ENGLISH. Any teacher unable or unwilling to teach in English may be asked to resign. Principals and teachers' mettings should be held in English.

ENROLLMENT

The classes shall consist of approximately twenty-five pupils and in NO CASE MAY THEY EXCEED THIRTY.

Yours very truly,

(Signed) JUAN B. HUYKE
Commissioner of Education

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